

Lake of the Woods, HOA Access Control Policy

Approved at 10-18-2022 Board Meeting

Policy Statement:

The safety and security of Community amenities are a shared responsibility of owners, residents, guests, and staff. To meet this obligation, Lake of the Woods (LOW) Homeowners' Association (HOA) set up an Access Control Policy to manage access to the property.

Purpose:

The Access Control Policy is one system that helps support a safer, more secure Community environment. This policy addresses the scope, oversight, operations, administration, and fee schedule of the Access Card system.

Scope:

This policy applies to all owners, residents, staff and approved *External Users*. *External Users* are defined as Vendors such as landscapers) and mailperson(s) having authorized access to the amenities of Lake of the Woods HOA.

Oversight:

The Community Manager and Administrative Assistant, collectively referred to as *Administrators*, serve as the administrative oversight team ensuring operational and administrative protocol implementation and enforcement. Administrators keeps records documenting each recipient's device number, name, issue date, specific access permissions granted, return or loss report date, and suspension or deactivation dates. Administrators keep an *Unassigned Access Card Inventory* in a restricted secure location. Administrators will recover or disable Access Cards upon

staff separation from Lake of the Woods HOA employment, when an owner sells a unit, or a tenant lease expires. Administrator may delegate the Rec Staff to collect Access card applications and distribute Access cards during the weekend hours with the Administrator responsible to enter the information on Monday into the Access system.

Operations:

LOA HOA safety and security interests justify routine verification of owner, resident, guest, staff and approved external users access privileges. If access is no longer called for, Administrators will recover the device(s) and deactivate.

Administration:

- A maximum of two (2) Access Cards will be assigned to each Lake of the Woods HOA address.
- Access Card(s) will be used ONLY by members of the household to whom the Access Card is assigned. Access Cards MAY NOT be loaned to others. If an owner transfers their card to a tenant, the Administrator must be notified.
- To obtain an Access Card, owners will provide a valid Driver's License and Tenants will provide a copy of their current lease along with a valid Driver's License.
- Temporary Access Cards/Key, including those for vendors and tenants, will be set for a limited time which corresponds with the need of the user, maximum twelve months. Expiration dates can be extended by the Administrator.

FEE SCHEDULE:

- First Access Card: No charge.
- Second card: \$10 charge; \$25 charge after January 1, 2023.
- Replacement Card(s) (Lost, Stolen, Damaged): \$25 each. A defective access control card will be replaced at no charge when the defective card is turned in to the office

First Responders gain Community entrance through a Knox box found at the main Clubhouse doors.

Board President Signature:

Board President Name: Keith Evans

Date: